

Letter to Clerk of Court Regarding Notice of Intervention, Affidavit of Tribal  
Membership and Certificate of Mailing

{Date \_\_\_\_\_}

Clerk of Court

{The Court and Judicial District}

{Address \_\_\_\_\_}

{Address \_\_\_\_\_}

RE: {Child's full name as it appears in court documents received by Tribe, if more  
than one child use next line}

Case No. {Case number, if unknown clerk of court must get the right case  
number, if more than one child, use next line and that child's case number (each  
child will have a different case number)} and

Child #2, Case No.

**Notice of Intervention by an Indian Tribe**

Dear Clerk of Court,

Enclosed is the original and a copy of the Notice of Intervention and Affidavit of Tribal  
Membership to be filed in the above named case. Please make a copy and return it to me  
in the attached envelope.

Thank you for your cooperation and assistance.

Sincerely,

{Signature of Tribal Representative}

{Name of Tribal Representative signing letter}, {Title}

{Tribe's Address (don't add if using letterhead with address on top)}

{Address}

Enclosures: Notice of Intervention and Affidavit of Tribal Membership, Certificate of  
Mailing, Return Envelope

{Note: If the Tribe has not received documents and wants to delay the hearing by  
20 days, add this language to letter: *"The Tribe requests that the hearing  
be delayed for at least 20 days(or adoption hearing be delayed for at least  
60 days) to allow adequate Tribal participation as provided for in the  
Indian Child Welfare Act. Please contact us immediately and confirm  
that the hearing will be continued as requested."*}